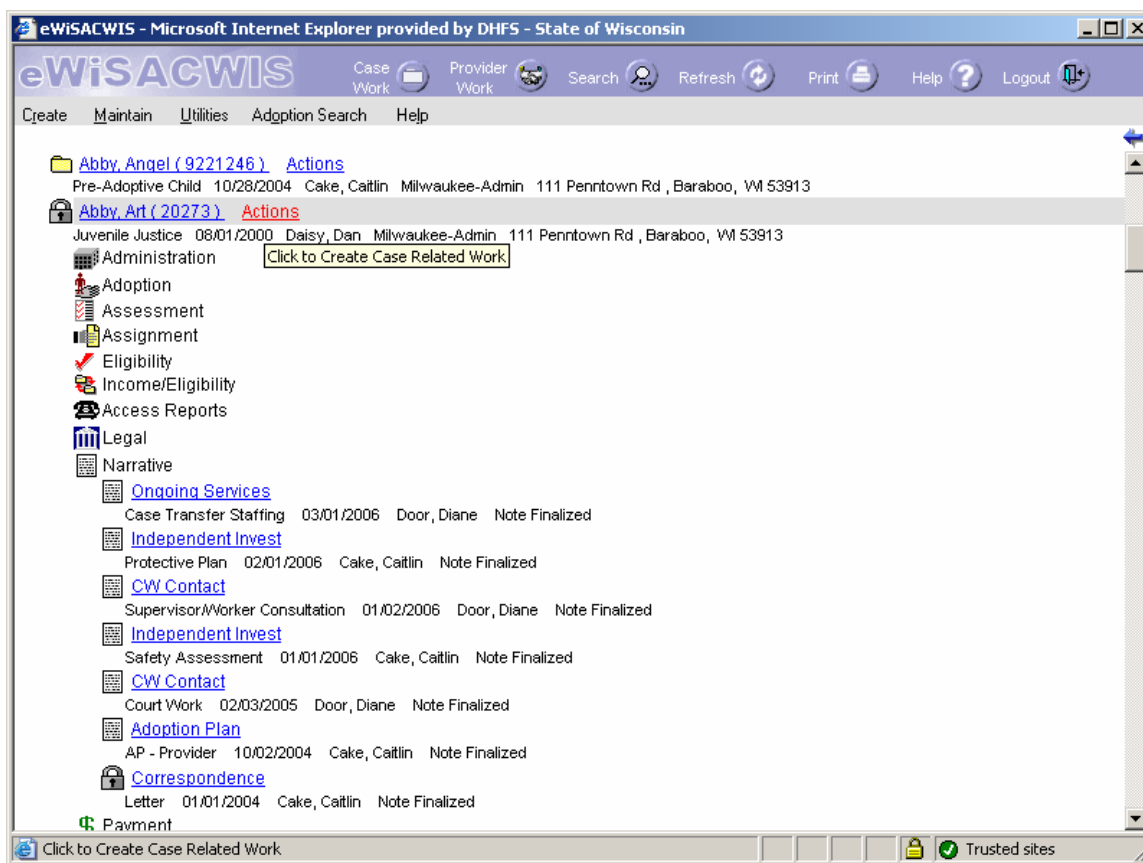# Printing Multiple Case/Provider Notes

1. To print multiple case/provider notes for a case/provider, select the Actions hyperlink next to the Case/Provider Name.

2. Select Case Note Criteria Search.

3. The Case Note Search Criteria now opens. In the Note Criteria group box, the case name and case number will appear. Use the Start Date and the End Date to select the time frame of notes that you wish to view.

4. Use the CTRL key to multi-select Categories in the Category and Type Criteria group box. Use the Add button or Add All button to move the selected categories and types into the Selected Category and Type box.

5. Use the CTRL key to multi-select Participants. If no participants are selected, notes for all participants will be returned. Select Search.

6. The Case Notes Search page will open. The Note Criteria group box will display the case name, case id, and the Start and End dates of the note search.

7. The user can select to see the notes created by all workers or select from the drop down menu for a specific worker.

8. The previous screen shot showed the Date Occurred to be the most current date to the oldest date. By clicking the arrow up, the dates will now show from the oldest to the most recent dates (see below). The sort function is available in all columns. Click in the grey area of the column and the arrow will appear. Click on the arrow and the criteria will resort.

By selecting the Print hyperlink to the left of the specific note, the individual note will print. The View hyperlink will display the note on line to review.

9. To print all notes that are displayed on this page, select Print All Notes from the Options drop down menu.